Department of Communication Sciences and Disorders  
Student Travel Policy

Graduate or undergraduate students who are interested in presenting at a conference or in extracurricular professional meetings or activities that would impact their didactic or clinical schedule must adhere to the following policy.

**DIDACTIC COURSEWORK**  
(non-practicum courses including methods)

Each didactic course has its own syllabus outlining absence policies. Undergraduate and graduate students who are interested in presenting at a conference or participating in extracurricular professional leadership meetings/activities are required to meet with each of their didactic course instructors in order to:

- Obtain permission
- Review individual class absence policies
- Discuss missed assignment/class work

**CLINICAL PRACTICA**

Only documented emergencies or conflicts are considered excused absences from clinical practica.

The primary responsibilities of graduate student clinicians and undergraduate clinic assistants during the semester are to their clients. Therefore, requests to be excused from clinic for extracurricular activities will be considered and may be approved on a case-by-case basis. Please be advised that these activities are considered secondary to clinical responsibilities and are approved in rare circumstances only.

The following procedures must be followed to submit a request:

1. Identify and obtain the support of one (1) full-time faculty member who will sponsor the extracurricular efforts.
2. Obtain permission from all appropriate clinical instructors to cancel the sessions.
3. The student and identified faculty sponsor must write a proposal to document completion of steps (1) and (2) and describe the extracurricular activity. The faculty sponsor will submit this proposal to the Student Petitions Committee. The committee will review the submitted proposal and respond to the identified faculty sponsor.

If the petitions committee provides pre-approval, the faculty sponsor will:

1. Be responsible for procuring, submitting, and filing a copy of the student’s required university travel and approval documentation in the student’s file.
2. Be available and willing to supervise all clinical make-up sessions, including the final week of instruction and finals week, if necessary.

The student will confirm, using a provided client notification template, that all impacted clients will be willing and/or available to make-up sessions during dead week. If any impacted client is unwilling and/or unavailable to make up the sessions, the student request to travel will not receive final approval.